

Maintain Your Account Information

This section of the **Utilities** feature provides you the capability to maintain certain aspects of your ECF account with the Court and to view a log of all of your transactions within ECF. Click on **Maintain Your Account** to open the Maintain User Account information screen.

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar Status.

Maintain User Account

Last name	attorney	First name	
Middle name		Generation	
Gender	<input type="button" value="v"/>	ATY Type	<input type="button" value="v"/>
Title			
Bar number		Type	aty
Prisoner id		<input checked="" type="checkbox"/> Add Headers to PDF Documents	
Office			
Unit			
Address 1			
Address 2			
Address 3			
City		State	
Country		Zip	
Phone		County	<input type="button" value="v"/>
Initials		Fax	
DOB		AO code	
Civil ref style	<input type="button" value="v"/>	End date	
Criminal ref style	<input type="button" value="v"/>	Status	Active <input type="button" value="v"/>
Date sworn			

Email information... More user information...

Submit Clear

Clicking on **Email information...** at the bottom of the previous screen opens the following window:

The screenshot shows a web form titled "E-mail information for attorney". It contains several input fields and checkboxes. At the top, there is a text box for "Primary e-mail address". Below this, a section titled "Send the notices specified below" contains two checkboxes: "to my primary e-mail address" (checked) and "to these additional addresses" (unchecked). To the right of the second checkbox is a large text box for additional email addresses. Below these, there are two more checkboxes: "Send notices in cases in which I am involved" (checked) and "Send notices in these additional cases" (unchecked), with a text box to the right of the second one. Further down, there are two radio buttons: "Send a notice for each filing" (selected) and "Send a Daily Summary Report" (unselected). At the bottom, there is a "Format notices" section with two radio buttons: "html format for Netscape or ISP e-mail service" (selected) and "text format for cc:Mail, GroupWise, other e-mail service" (unselected). At the very bottom are two buttons: "Return to Account screen" and "Clear".

ECF will email to parties their Notices of Electronic Filing based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads "to these additional addresses."
- Enter the email addresses of those individuals you wish to notify concerning ECF activity. Be sure to separate alternate email addresses with a comma.
- Stipulate the format of the ECF notices by selecting your choice at the bottom of the screen.
- If you wish to enter completely new information about your account, use **Clear** to clear the fields on this screen.

After updating your account information, click on **Return to Account screen** to return to the Maintain Your Account screen. Changes will not take effect until you click **Submit** on the **Maintain Your Account** screen.

To edit or view login information about your account, select the button labeled **More user information...** from the Maintain Your Account screen.

More User Information for attorney

Login	attorney	Last login	02-03-2006 08:50
Password	*****	Current login	02-03-2006 08:50
Prid	4	Create date	12/14/2000
Registered	Y	Update date	01/31/2006
Internet Credit Card	N		
Groups	Attorney, Pacer User		

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on **Return to Account screen** to reopen the Maintain Your Account screen. When you are satisfied that all of your account information is accurate and up-to-date, click on **Submit** at the bottom of the Maintain Your Account screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, the new password takes effect during your next ECF session.